

A GUIDE FOR FSIS MANAGERS

RECRUITMENT AND RETENTION FLEXIBILITIES

FLEXIBILITY	COVERAGE	REQUIREMENTS/CRITERIA
<p>Recruitment Incentive</p> <p>(formerly Recruitment Bonus)</p>	<p>Brand new Federal appointee (regardless of tenure) OR Reappointment if 90-day break in service OR</p> <p>A new appointee who in the preceding 90 days was on a temporary or time-limited appointment in the competitive or excepted service</p>	<ul style="list-style-type: none"> • Hard to fill position (e.g., trouble attracting candidates, position has been readvertised, etc.). Now includes positions with direct hire authority • Maximum of 25% of basic salary (w/locality), paid as a one time, lump sum • Must have/maintain a Fully Successful rating or better • Must sign a 1 year service agreement. If the employee fails to fulfill the terms of the service agreement, he/she is required to repay a pro-rated portion of the recruitment or relocation incentive <p><i>Flexibilities Coming Soon....</i></p> <p>+Can request OPM approval to increase 25% cap to 50% based on critical agency need</p> <p>+Payment can be made in installments not just a lump sum</p> <p>+Service period for recruitment incentive is a minimum of 6 months but can go up to 4 years. For relocation incentive maximum is 4 years, no minimum.</p>
<p>Relocation Incentive</p> <p>(formerly Relocation Bonus)</p>	<p>Current Federal employees who relocate to a new duty station location (e.g., change in residence)</p>	<p>+Total received cannot exceed 25% of basic pay (w/locality) multiplied by the number of years in a service period (allows flexibility to pay 100% of basic pay if under a 4 year service agreement).</p> <p>+OPM considering expanding coverage to include current federal employees as an incentive to accept a position in the same or a different agency (in same location for recruitment incentive and a different location for a relocation incentive)</p>
<p>Retention Incentive</p> <p>(formerly Retention Allowance)</p>	<p>Current Federal employees</p>	<ul style="list-style-type: none"> • Employee must have completed 1 year of continuous service with the agency • Employee possesses unusually high or unique qualifications OR the Agency has a special need for the employee's services • It would be difficult to replace the employee due to job market conditions, the position is hard to fill, or is a shortage occupation • Employee is likely to leave <u>Federal service</u> (i.e., job offer, retirement, etc.) • Must have a Fully Successful rating or higher • Maximum of 25% of base salary (w/locality), paid bi-weekly, no service agreement • Annual review and written justification required to continue a retention allowance • Group retention allowance –based on groups or categories of positions; can pay up to 10% of basic salary (w/locality) <p><i>Flexibilities Coming Soon....</i></p> <p>+Can request OPM approval to increase 25% cap (10% for group) to 50% based on critical agency need</p> <p>+Payment can be made in installments or a lump sum</p> <p>+Service agreement required if not paid bi-weekly; no minimum or maximum</p> <p>+OPM considering expanding coverage to include current federal employees as an incentive to stay in a position in the same agency</p>
	<p>New Federal appointees</p>	<ul style="list-style-type: none"> • Payment for actual costs incurred as a result of travel and transportation of household goods to the first post of duty.

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First Post Of Duty Travel (FPD)		<ul style="list-style-type: none"> Does not include home sale transaction, temp quarters, house-hunting trips, etc.
Travel for Pre-Employment Interview	New Federal appointees	<ul style="list-style-type: none"> Use is based on criticality of job or necessity of face-to-face interviews
Student Loan Repayment	New Federal appointees or current employees	<ul style="list-style-type: none"> Retention tool - can be offered if an employee is likely to leave for employment outside the Federal Govt AND if the employee's departure would affect the Agency's ability to carry out an activity or perform a function deemed essential to the Agency mission. Recruitment tool - can be offered based on difficulty experienced or expected in filling a job (e.g., shortage location) OR difficulty in recruiting individuals with high or unique qualifications OR special need of the Agency (e.g., critical mission function, specialized knowledge or qualification needed in the Agency). May repay up to \$10,000 per year per person for a maximum of \$60,000 lifetime. Payment is subject to tax withholding. Minimum 3 year service agreement. If the employee fails to fulfill the terms of the service agreement, he/she is required to repay the entire amount of the student loan repayment (i.e., gross amount before any tax deductions)
Superior Qualifications and Special Need Pay-Setting	New Federal appointees or 90 day break in service	<ul style="list-style-type: none"> Applicant must possess outstanding/high qualifications clearly above that of the other applicants OR the agency must show that there is a special need for the person's particular knowledge or skills Advanced rate of pay or higher step offered. Pay can be set 2 steps above the salary or offer (promotion equivalent) Consideration of a recruitment bonus (if appropriate - i.e., hard to fill)
Highest Previous Rate (HPR)	Current Federal employees or reinstatement eligibles	<ul style="list-style-type: none"> May set the rate of basic pay by considering the highest rate previously received by the employee while in a Federal position May not exceed the maximum rate of the employee's grade

** Funding for any of these flexibilities comes directly from Program funds, not a central agency fund